

**DUTY STATEMENT**  
**DEPARTMENT OF STATE HOSPITAL - ATASCADERO (DSH-A)**

**JOB CLASSIFICATION: PSYCHIATRIC TECHNICIAN ASSISTANT (SAFETY)**

**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Assists licensed staff in carrying out activity and training programs for patients; assist patients in developing and utilizing their potential for self-care and activities of daily living skills; assist in group and individual activities for patients; in occupational leisure, recreational, vocational and education training programs; and do other related work for which training has been received.

**40% PROVISION OF CARE**

- ◆ Assists licensed staff in the provision of basic nursing care to our mentally and developmental disabled patients.
- ◆ Demonstrates basic understanding of nursing requirements, including but not limited to: acute and chronic medical and psychiatric conditions; need for crisis intervention including resistive/assaultive behavior, self-injurious behavior, suicidal behavior; proper seclusion and restraint techniques; hygiene and grooming skills; safety and security issues; escort responsibility; assists with patient activities, including unit routines, specific group activities, educational and vocational skills, patient supervision during meals and snacks and maintenance of a therapeutic milieu.
- ◆ Utilizes safe and effective use of medical equipment following DSH-A policies and procedures.
- ◆ Assists patients to develop self-reliance in activities of daily living.
- ◆ Takes appropriate action in emergency situations based on unit and hospital procedures.
- ◆ As ordered by the physician, may assist with intermittent patient observations (1:1).
- ◆ Performs nursing procedures such as enemas and taking and charting vital signs including safe and effective utilization of medical equipment following DSH-A policies and procedures.

**40% OBSERVING/RECORDING/REPORTING ACTIVITIES**

- ◆ Reports changes in patient behavior or health status to the Licensed Nursing staff or other appropriate nursing staff including but not limited to: eating patterns; skin tone/color; altered physical ability, gait, guarding or protective behaviors; speech and hearing patterns; bowel or urinary elimination patterns; level of consciousness; suicidal ideation; weight; hydration; sleep patterns.
- ◆ Reports the patient's response, to care plan interventions, to the Licensed Nursing staff or other appropriate nursing staff.
- ◆ Documents basic observations such as appearance, behavior, conversation (e.g. vital signs, behaviors, ADL's I & O) as directed. IDN's to be countersigned by a licensed nursing staff.

20% **ENVIRONMENT OF CARE**

- ◆ Participates in unit environmental inspections and **maintains a clean and safe environment.**
- ◆ Performs custody tasks including escorting patients or inmates in the facility; distributing and inspecting patients' or inmates' mail for hazardous contraband, **shakedown; i.e., searching for drugs, contraband, weapons and inspecting facilities to identify security breaches that could lead to the escape of a patient or inmate; observing and intervening in patient behavior that may injure people, damage property or signal impending escape attempts, applies and demonstrates Knowledge of correct methods in the prevention and management of assaultive behavior (PMAB), which includes patient containment, heavy lifting, applying restraints and responding to emergency situations throughout the hospital.**
- ◆ Performs routine housekeeping tasks such as cleaning, sweeping, mopping, waxing; **disposal of garbage and wastes; handling, sorting, laundering and distributing soiled and clean linen and clothing; changing and washing beds and mattresses.**

**2. SUPERVISION RECEIVED**

Lead - Sr. Psychiatric Technician/RN Shift Lead  
Supervision – Unit Supervisor

**3. SUPERVISION EXERCISED**

N/A

**4. KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:** Basic nursing care methods and techniques.

**ABILITY TO:** Apply basic level-of-care services to forensic clients, patients, and inmates; analyze situations accurately; take effective action; follow directions and communicate effectively in English.

**5. REQUIRED COMPETENCIES**

**SAFETY:**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

**INFECTION CONTROL:**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to class and assignment.

**CPR: Maintains current certification.**

**AGE SPECIFIC:**

Provides services commensurate with age of patients / clients being served. Applies principles of caring for patients and assures adequate nutrition, fluid intake, exercise, adequate rest, skin care and falls assessment; demonstrates knowledge of growth and development for the following age categories:

☒ Adult (18-54)      ☒ Geriatric (55 & up)

- ◆ Adult – Ability to address the patient's dependent, hospitalized status by consistently demonstrating respect for his dignity.
- ◆ Geriatric - Ability to address the elderly patient's dependent medical and mental status by consistently demonstrating respect for his dignity.

**THERAPEUTIC STRATEGIES AND INTERVENTIONS (TSI)**

Applies and demonstrates knowledge of correct TSI methods in the prevention and management of assaultive behavior

**RESTRAINT / SECLUSION**

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

**CULTURAL AWARENESS**

Demonstrates awareness of multicultural issues in the workplace, which enable the employee to work effectively.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic or verbal form in compliance with HIPAA and all other applicable privacy laws.

**SITE SPECIFIC COMPETENCIES**

- ◆ Relationship Security: demonstrates professional interactions with co-workers and the patients and maintains therapeutic boundaries.
- ◆ Patient's Rights Training
- ◆ Hospital Emergency Preparedness and Program/Department Area Specific Plan
- ◆ Follow hospital policies on Sexual Harassment

**TECHNICAL PROFICIENCIES**

- ◆ Pain Management Training
- ◆ Medical Equipment Training
- ◆ Specialty unit – Spanish/Bilingual, Hearing Impaired – YES / NO (circle one)

**6. LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- ◆ Possess of a valid certificate issued by the California Department of Health Services to practice as a Certified Nursing Assistant.

**7. TRAINING – TRAINING CATEGORY = 1**

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS**

**EMPLOYEE IS REQUIRED TO:**

- ◆ Report to work on time and follow procedures for reporting absences.
- ◆ Maintain a professional appearance.
- ◆ Appropriately maintain cooperative, professional, and effective interactions with employees, patients and the public.
- ◆ Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeated health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature	Print Name	Date
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Supervisor Signature	Print Name	Date
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Reviewing Supervisor	Print Name	Date
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